

**PR-HQ-03-12309 - Questions and Answers - updated 8/5/04**

**Q1.** How many awards will be made for this requirement?

**A1. One.**

**Q2.** The instructions under Attachment 2 (Technical Proposal Instructions) identify the appropriate number of copies required. Volume III - Solicitation Set is identified in this section only. Please clarify what information is required for this Volume.

**A2. *Volume III - Solicitation Set consists of an original signed copy of the solicitation Page 1, and any amendments.***

**Q3.** In the instructions to the technical proposal (Attachment 2), Section 5 Key Personnel references clause H.8. Should the reference be to clause H.7?

**A3. Yes.**

**Q4.** In Attachment A of the Technical Proposal Instructions it states under Task One that "The work plan shall also include a detailed description of resources, time line and due dates for deliverables, a detailed cost-estimate by task and a staffing plan." Do you really want a cost-estimate in the technical proposal?

**A4. *No, that sentence in Task One should read "The work plan shall also include a detailed description of resources, time line and due dates for deliverables and a detailed staffing plan by task.***

**Q5.** Attachment 3 - Cost Proposal Instructions requests that the offeror submit a signed Proposal Cover Sheet (Table A of the solicitation) containing the following information:

- a. Solicitation number;
- b. Name and address of offeror;
- c. Name and telephone number of point of contact;
- d. Proposed cost, fee and total;
- e. The following statement:

"This proposal is submitted in response to the solicitation in Item 1. By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.";

- f. Date of Submission;
- g. Name, title and signature of authorized representative

Please clarify whether the above information is in addition to Table A (Table A does not have the required statement identified in e. above) or can the above be substituted for Table A?

***A5. The above information shall be submitted in addition to Table A.***

**Q6.** What is the LOE? Attachment 3 of the RFP presents a distribution of LOE by professional level totaling 5,755 hours per year for the base quantities and 5,755 for each optional quantity. Sections H8 and H9 indicate that the value of each base quantity and each optional quantity is 5,900 hours (no distribution effort by professional level is presented).

***A6. H8 and H9 have been amended to reflect 5,755 LOE.***

**Q7.** L.11 Past Performance Information states that “Offerors shall submit the information requested below as a part of their proposal...” and the Client Authorization Letter states “Please complete the attached Past Performance Questionnaire and mail by (proposal closing date).”

Do Past Performance Questionnaires need to be attached to the proposal or sent directly to the Contracting Officer.

***A7. Past Performance Questionnaires can be either included in the proposal, mailed or e-mailed to A. Kreusch as stated in the Client Authorization letter by August 9, 2004.***